

# Town Administrator's Action Item Report

August 20, 2012

1. **Town Clerk request for input re:** Avitar software for use of credit cards in clerk's office. This item will be further discussed at the June 18<sup>th</sup> meeting after Irene obtains more information for final input. Suggest each selectman reviews package that Irene distributed on May 7<sup>th</sup>.

**Update-**'One write' check system has to be implemented first. Karen is moving along with this item.

2. **Fuel Bids for 2012-2013:** Fuller and Putnam have estimates. Board to decide at meeting of August 20<sup>th</sup> who will be awarded the contract.
3. **2013 Budget Payroll Analysis:** Town Administrator in process of creating a report including the following: a) Payroll increases based on past "cola-merit" system, b) Completing review of comparison positions in several area towns similar in population. And c) A proposed sample of a step system based on similar system used by the State Employees Union.
4. **Highway Safety Committee:** Requesting adoption and appointment to the committee at the meeting of August 20, 2012